

EXHIBIT 6-B

SAMPLE VOLUNTARY ACQUISITION FILE CHECKLIST

Name of Property Owner: _____

Telephone Number: _____

Location of Acquired Property: _____

Property Use: ☐ Single Family Residence ☐ Business ☐ Agriculture
☐ Multi-Family Residence ☐ Nonprofit

Occupants? ☐ No ☐ Yes (If there are tenants, refer to guidance in
Tenants? ☐ No ☐ Yes Chapter 6 and provide relocation assistance.)

| <u>DATE</u> | <u>DOCUMENTATION IN FILE</u> | <u>AMOUNT</u> |
|-------------|---|---------------|
| _____ | MDOC authorization to incur costs | |
| _____ | Public Invitation for Acquisition of Real Property | |
| _____ | Voluntary Agreement Between Grantee and Individual Seller | \$ _____ |
| _____ | Appraisal | \$ _____ |
| _____ | Contract signed/Proof of payment | \$ _____ |
| _____ | Survey Conducted and Filed | |
| _____ | Recording of property deed | |
| _____ | Record of settlement costs | \$ _____ |
| _____ | Filing of complaint or appeal (if applicable) | |
| _____ | Resolution of complaint or appeal (if applicable) | |

As part of its FY 20____ HOME project, the Grantee has acquired the parcel of land described below. The HOME Office selected this site after soliciting for a voluntary offer by landowners in the general project area. The property was acquired through a voluntary proposal submitted by the owner in response to a public invitation and the HOME office has determined that the acquisition is exempt from procedures required under the Uniform Act.

The grantee acknowledges that any dislocation of tenants on the property must be conducted according to provisions related to relocation in the Uniform Act, and noted in Part II of this Chapter under RELOCATION.

Checklist completed by:

(name) _____ (date) _____

(title) _____